TOUCHSTONE

# PERSON SPECIFICATION - SELECTION CRITERIA:

# LIAISON AND DIVERSION & Reconnect – PEER SUPPORT WORKER

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|  | **ESSENTIAL CRITERIA** | **METHOD OF ASSESSMENT** | **DESIRABLE CRITERIA** | **METHOD OF ASSESSMENT** |
| **SKILLS** | * Strong communication skills, verbal and written. * Basic IT skills (typing and email). * Effectively build rapport and interact sensitively with team members, volunteers, service users, members of the public and representatives from other organisations. * Support and empower vulnerable people and other volunteers * Successfully work alongside other agencies and organisations in a professional manner. | Application  Test  Interview | * Good level of ICT skills, e.g. Microsoft Office, (Word, Excel, Outlook, PowerPoint). * Able to prioritise work, meet deadlines and negotiate timescales. * Effective organisational skills. | Application  Test  Interview |
| **EXPERIENCE** | * Lived experience of offending and one or more of the following support needs: mental health issues, substance use, learning disability or learning difficulty. * 6 months abstinent from custody and substance use * 12 months free from offending * Personal experience of recovery and support services. | Application  Interview | * Experience of delivering or receiving peer support. * Experience of completing records and writing notes. * Experience of using a Liaison and Diversion service. | Application  Interview |
|  | **ESSENTIAL CRITERIA** | **METHOD OF ASSESSMENT** | **DESIRABLE CRITERIA** | **METHOD OF ASSESSMENT** |
| KNOWLEDGE/UNDERSTANDING | 1. Knowledge of the barriers faced by people with support needs in the criminal justice system. 2. Knowledge of the impact of support needs on offending. 3. Understanding of own recovery and ability to use a range of coping strategies. 4. Basic knowledge of the Liaison and Diversion model. | Application  Interview | * Emotional resilience in challenging situations. * Basic knowledge of safeguarding, confidentiality and boundaries, and ability to work within these guidelines. | Interview |
| EQUAL OPPORTUNITIES | * Confidently recognise discrimination in its many forms and willing to put into practice Touchstone’s Equality Policies. * Values the work associated to promote diversity and social inclusion. * Must be sensitive to the needs of disadvantaged groups in the planning and delivery of services. | Application  Interview |  |  |

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|  | **ESSENTIAL CRITERIA** | **METHOD OF ASSESSMENT** | **DESIRABLE CRITERIA** | **METHOD OF ASSESSMENT** |
| ATTITUDE AND DISPOSITION | 1. Passionate about supporting people in an empowering way. 2. Commitment to Touchstone and Liaison and Diversions aims and values. 3. Commitment to personal responsibility, development, learning and reflective practice. 4. To at all times promote a positive image and the good reputation of Touchstone and Liaison and Diversion. 5. A commitment to working in partnership with service users and services. 6. Can work on own initiative and under general guidance. 7. Open to feedback and willingness to be managed and supervised. 8. Commitment to team working. 9. Open to change/working flexibly in line with the needs of the service/organisation. 10. Ability to manage emotion in challenging situations. | Application  Test Interview | * Self-motivated and confident | Application  Test  Interview |
| QUALIFICATIONS/TRAINING |  |  | GCSE English or experience to this standardA relevant IT qualification, e.g. ECDL or ability to produce work to that standard.  * Peer Support or Mentoring qualification | Application  Test  Interview |